


DATE: 15 December 2025

FOR: All Members of the UP Community

FROM: 
Melinda dP Bandalaria
Chair, Search Committee for the Next Dean of the Faculty of Education
(FEEd), UPOU

SUBJECT: Call for Nominations and Schedule of Activities in Line with the Search for
the Next Dean of the Faculty of Education, UPOU

The Search Committee (SC) hereby announces the Call for Nominations for the Next Dean
of the Faculty of Education (FEEd), UPOU:

WHO MAY BE NOMINATED?: ^(1 2)

Nominees must have the following minimum qualifications:

- Filipino Citizen¹
- Distinction or outstanding academic credentials in the nominee's chosen field of expertise which should be along the lines of the college's disciplines or fields ^(1 2)
- Five (5) years of satisfactory service to the University or equivalent experience ⁽¹⁾
- Commitment to the University and to the Unit ⁽¹⁾
- Commitment to academic freedom and the values and ideals of the University ⁽²⁾
- Unquestionable moral integrity ⁽¹⁾
- Leadership qualities, and administrative or managerial capability ^(1 2)
- Professional maturity ⁽¹⁾
- Must be willing to serve ⁽²⁾
- Must consider resource generation an important function of the position ⁽²⁾

The nominee may not be a faculty member at the time of his/her nomination. Should s/he be appointed, s/he must have a faculty appointment ⁽²⁾

WHO MAY NOMINATE?:

The following may submit nominations for the deanship individually, by group, or by sector:

- All personnel (faculty and non-faculty) of the academic unit ^(1 2)
- Students of the academic unit ^(1 2)

¹ Office of the UP President Memorandum No. 93-23 on Revised Guidelines and Procedures for the Selection of Nominees for Deans and Directors of Academic Units issued on 06 April 1993

² Excerpt from the Minutes of the 1198th Meeting of the BOR on 28 July 2005

- Alumni of the academic unit ^(1 2)
- Others from outside the unit ⁽²⁾
- An interested candidate ⁽²⁾
- The Search Committee (SC) may actively search for nominees ⁽²⁾

WHAT TO SUBMIT TO THE SEARCH COMMITTEE?:

- Proof of Filipino Citizenship (e.g. scanned copy of passport page indicating the information)
- Nomination letter indicating the name of the nominee and the justification for the nomination, duly signed by the nominator/s ^(1 2); the letter must contain the nominee's conforme
- Nominee's curriculum vitae (CV) with a 2-3-page summary thereof; ^(1 2)
- Nominee's plans for the unit including his/her flagship programs ⁽²⁾

HOW TO SUBMIT?:

- Email soft copies (pdf format) of the signed copies to:

mbandalaria@upou.edu.ph

- Hard copies (*Note: Please have a copy of the nomination letter stamped and signed by the person who received it*)

Office of the Chancellor
UPOU

And address as follows:

Search Committee for the FEd Dean
c/o Prof Melinda dP Bandalaria, Chair
(Subject Line: FEd Dean Nomination)

SCHEDULE OF ACTIVITIES (PST)

Activities	Proposed Date and Time	Venue/Remarks
Organizational Meeting of the Search Committee (Meeting 01)	2 December; 1:00-3:00	Online
Organizational Meeting of the Search Committee with the UP President's Representative (Meeting 02)	15 December; 10:00	Online

Call for Nominations	15 December 2025 - 2 January 2026)	Deadline: Online Submission: 2 January 2026; 23:59 Physical Documents submission: 2 January 2026; 17:00
Public Forum for the Presentation of the Incumbent's Dean Accomplishments	6 January; 9:00 AM	Hybrid Physical Venue: AVR
Public Forum for the Presentation of the nominee/s' plans and priority programs for FEd	8 January; 9:00 AM	Hybrid Physical Venue: AVR
Mutl Sectoral Consultations and interviews by the Search Committee		
• Faculty Members (regular; affiliates; lecturers)	8 January; 2:00-4:00	Hybrid Physical Venue: AVR
• REPS and Admin Staff	9 January; 8:00-10:00	Hybrid Physical Venue: AVR
• Students	9 January; 10:00-12:00	Hybrid Physical Venue: AVR
• Alumni; TA; Other Sectoral Reps	9 January; 1:00-2:00	Hybrid Physical Venue: AVR
• Others/Those who requested for one-on-one Interview	9 January; 2:00-3:00	Hybrid Physical Venue: AVR
SC Interview with the Nominee/s	9 January; 3:30-5:00	AVR
Preparation of the SC Report	10-13 January 2026	Asynchronous Coordination
SC Report Submission to the Chancellor	14 January 2026	

SEARCH COMMITTEE COMPOSITION

Chair: Prof Melinda dP Bandalaria

Members:

Faculty: Asst. Prof. Margaret Jarmin-Suarez

REPS: Ms. Carmelita A Orias

Admin: Ms. Victoria T. Canape-Belegal

Student: Ms. Arlene B. Mendiola-Acol

UP President Representative: VPLA Ruben P. Acebedo II

Support Staff: Ms. Maria Amabelle G. Banasihan